



WESTERN WEBER COUNTY TOWNSHIP PLANNING COMMISSION

PLANNING MEETING AGENDA

**February 12, 2013
5:00 p.m.**

Pledge of Allegiance

Roll Call:

1. Minutes: Approval of the January 15, 2013 meeting minutes
2. Consent Agenda:
 - 2.1. CUP 2013-04 Consideration and action on a request to amend an existing Conditional Use Permit Site Plan by adding a new salt storage building at Great Salt Lake Minerals located at 765 North & 10500 West, Ogden UT within the Manufacturing M-3 Zone (Gordon Hyde-Great Salt Lake Minerals/Brian Lloyd-Risun Technologies, Applicants)
3. Petitions, Applications and Public Hearings:
 - Old Business
 - 3.1. ZTA 2012-04 Consideration and action on legislative amendments to the Weber county Zoning Ordinance Chapter 32 (Signs), Chapter 1 (General Provisions) regarding various sign requirements including temporary signs
 - 3.2. Rules of Order: Consideration and action on an administrative decision for approval of the Planning Commission Rules of Order
 - 3.3. Open Meeting Statement: Consideration and action on Submitting Information Public Comment Policy, Opening Meeting Statement, Meeting Procedure, and Commenting at Public Meetings Handout
4. Public Comments:
5. Planning Commissioner's Remarks:
6. Staff Communications:
 - 6.1. Planning Director's Report:
 - 6.2. Legal Counsel's Remarks:
7. Adjournment:

The regular meeting will be held in the Weber County Commission Chambers, in the Weber Center, 1st Floor, 2380 Washington Blvd., Ogden, Utah. Work Session may be held in the Breakout Room. A pre-meeting will be held in Room 108 beginning at 4:30 p.m. – No decisions are made in this meeting



In compliance with the American with Disabilities Act, persons needing auxiliary services for these meetings should call the Weber County Planning Commission at 801-399-8791

Minutes of the Western Weber County Planning Commission held January 15, 2013, in the Weber County Commission Chambers, commencing at 5:00 p.m.

Present: Doug Hansen, Chair; Jannette Borklund; Andrew Favero; Wayne Andreotti; Brenda Meibos; John Parke

Excused/Absent: Ryan Judkins;

Staff Present: Rob Scott, Planning Director; Jim Gentry, Asst Planning Director; Kary Serrano, Secretary

**Pledge of Allegiance*

**Roll Call:*

1. Minutes: Approval of the December 11, 2012 meeting minutes

MOTION: Chair Hansen declared the meeting minutes approved.

2. Petitions, Applications and Public Hearings:

Old Business

2.1. LVH101612: Consideration and action on a request for a deferral of curb, gutter, and sidewalk for the Hadley Homestead Subdivision (2 Lots) within the Agricultural A-1 Zone located at approximately 1861 S 4300 W (Landon Hadley, Applicant)

Jim Gentry said this item was heard last month with a recommendation on the subdivision but there was no recommendation to the County Commission for deferral of curb, gutter, and sidewalk. This property is a mile and half from Kanesville Elementary School and there is no sidewalk in the area.

MOTION: Commissioner Parke moved to recommend to the County Commission for deferral of curb, gutter, and sidewalk for the Hadley Homestead Subdivision. Commissioner Andreotti seconded the motion.

DISCUSSION: Commissioner Borklund asked if this Planning Commission is also recommending that when the School District property is developed that curb, gutter, and sidewalk be installed. Commissioner Parke replied that the County Commission determines when the deferral is to be called in. Commissioner Favero asked if they can make that recommendation. Chair Hansen replied yes, they have done so in the past.

VOTE: Chair Hansen said the motion carried with all members present voting aye. Motion Carried (6-0)

3. New Business

3.1. Election: Election of Chair and Vice Chair for 2013

MOTION: Commissioner Parke nominated Commissioner Favero to serve as chair for 2013. Commissioner Meibos seconded the nomination. A vote was taken with Commissioners Borklund, Meibos, Parke, and Andreotti voting aye.

MOTION: Commissioner Hansen nominated Commissioner Parke to serve as chair for 2013. Commissioner Favero seconded the nomination. A vote was taken with Chair Hansen and Commissioner Favero voting aye.

MOTION: Commissioner Andreotti nominated Commissioner Parke for vice chair for 2013. Commissioner Meibos seconded the nomination. A vote was taken with all members present voting aye.

Chair Hansen indicated that Commissioner Favero is to serve as Chair for 2013 and Commissioner Parke is to serve as Vice Chair for 2013. Commissioner Hansen stepped down and Chair Favero took over the meeting.

3.2. Schedule &

Information List: Approval of 2013 Meeting Schedule and Member Information List

Rob Scott said this is not for approval but for information and review. Commissioner Parke noted a correction on the member information list.

3.3. BOA2012-03: Consideration and action on an administrative application for a flag lot located at 1559 S 7500 W within the Agricultural (A-2) Zone (Kevin Murray, Applicant)

Jim Gentry reviewed the staff report and conditions subject to approval include Engineering, Weber Fire District, and meeting the design criteria previously listed. The Planning Commission needs to approve or deny this application based on the criteria listed. If the flag lot is approved, the property owner is required to record an easement for a future road, and a covenant requiring the owner to participate in the cost of the construction of that road.

Commissioner Hansen clarified that would be one house and remaining parcel could be a flag lot if they never wanted to build on it. Mr. Gentry replied that's an agricultural parcel and there is 60 feet that could be used for a road and there is a total of nine acres. The property is zoned A-2 with a minimum lot requirement of 40,000 sq. ft. and 150 feet of frontage. It is possible for the owner to get seven or eight lots and if he wanted to further subdivide and put a home back there, which would be the time to have a road built with the discussed improvement and have those agreements in place.

Commissioner Borklund said the difference between the road and the stem would be the cost of pavement versus gravel. Mr. Gentry replied yes and the asphalt, the waterlines, etc., that he would have to install.

Chair Favero stated that the other lot wouldn't be eligible for a flag lot because of the distance from the road. Mr. Gentry replied it would depend on the length to the back. The maximum length would be 800 feet and the total distance is 1311 feet to the rear.

Commissioner Meibos asked if there was currently a home in the front. Mr. Gentry replied that there is a home being built to the south and two others in the area.

Commissioner Borklund said the 60 feet width is enough for a road and it would require a waterline if there is going to be a house. Mr. Gentry said the Fire District may require a waterline and fire hydrant back there depending on the distance. That is something they would look at as part of the subdivision and because of the distance, there may be a requirement in this area and that will be dependent on the water company criteria of a waterline on a private access strip.

Kent Buie, current owner, said staff has done an excellent job and reviewing the map the land is contiguous to the Global Mitigation Property to the west. In working with staff they came up with a reasonable approach with an opportunity to create connectivity with the Global Mitigation property. There is a lot of land and a lot of lineal distance between Global Mitigation property as well as a number of other properties but to require this property to improve an access all the way to the end for a single home seems to be a high standard for such a small property given the future opportunity for connectivity. It might be wise to look at the overall plan as this property starts to develop to be able to create a road and transportation plan that would be more comprehensive than just looking at this isolated piece of land. This flat lot creates an affordable scenario for this family to build a home and also gives an opportunity with that available 60 feet for future development. It is Mr. Murray's intention to own these two properties to have control and be able to do what's in his best interest, and in the future at some point the connectivity is there for them to take advantage of.

Commissioner Hansen asked Mr. Buie if it was the intention of the applicant to own all those properties, as well as the adjacent property. Mr. Buie replied no, he was just talking about the agricultural lot and the flag lot, on the nine plus acre parcel.

Chair Favero asked if Mr. Murray currently owns the property or is in the process of purchasing it. Mr. Buie replied he is in the process of purchasing subject to receiving approval from this Planning Commission.

Kevin Murray, applicant, indicated that they would like to move out where they can have a piece of land and build their home on the front portion of the land. In the back, they would like to plant hay, have their own animals, and farm that piece of land. The circumstances of the land not having the 150 feet frontage required to build on it, they took an interest on it because of the affordability for the amount of land they need. He wanted to clarify the easement to get back to this Global Mitigation property and reserving the right for someone to go back there and putting a road back there. He plans on keeping the nine acres for the rest of his life, and if this gets approved, he would like to get started on building a house as soon as possible, hopefully by early spring. His intent is to keep the land and not subdivide at a later time and keep that as a gentleman farm.

Jim Gentry said since this is an administrative type of decision, the members need to indicate their findings for the basis of their decision, of approval or denial.

Commissioner Borklund asked if this does not become a public street, then where could a street be located in the future. Mr. Gentry replied that there are areas undeveloped further south.

Rob Scott said another concern is where he placed his home so as not to preclude the north south street as well.

Commissioner Borklund said she was thinking the 50 year rule, he is going to own it as long as he is alive, but what about 50 years down the road and somebody will come in and it's not a public road how would that be developed into one acre lots. Mr. Gentry replied if he wanted to build additional lots and subdivide further he would have to do that. At this point his intention is not to do anything with the nine acres except to build one home on it.

Chair Favero asked if the road has to be declared or dedicated to the county or can it be a private road as long as it meets the county requirements for accessibility and infrastructure. With a private road you would still have the same features to be able to subdivide within the General Plan as with a dedicated road. Mr. Gentry replied typically we see them in private roads in the mountain lands but it is possible to propose a private road. The main difference with a private road instead of 60 feet it could go down to 50 feet.

Commissioner Andreotti said it's always possible that the property to the east could have homes built there and at that time they would have to have a county road. The other issue is who is going to pay for that, the developers would pay for it going in, but when it gets back to the two lots would there be a requirement that they would have to improve that road at that time? Mr. Gentry replied you can make that as part of your motion sometime in the future when a road is needed that they participate in the cost. Whether they provide the road, or the ground underneath it, and whoever wants to push it further west they do all the improvements so this could be a private agreement.

Chair Favero asked if these stems are dedicated and part of the property or are they just rights-of-way. Mr. Gentry replied that the 30 foot stem would be recorded as part of the subdivision plat.

In answer to a question by Commissioner Hansen, Mr. Gentry replied that they would be able to describe it as one parcel with the stem as part of the total parcel, you would have descriptions one for the agricultural piece and one for the residential.

Mr. Buie clarified on the 1300 feet and 3900 feet that was talked about earlier, those are minimums and the maximums, but that doesn't mean that they are mandatory. You can enter a road anywhere along the frontage that reflects the best plan.

Commissioner Meibos raised a concern that this property might be landlocked and not have the potential of being sold or developed and whether fire safety would be an issue of the Fire District. Mr. Gentry replied as part of the subdivision process they would still have to adhere to the Fire District requirements.

Commissioner Hansen asked if they should have a road easement back to the acreage to the left for a future county road. This would be in a good spot for a road to separate a block.

Commissioner Borklund said if we allowed it to be a five lot subdivision as is, but put on the plat in the event that if a road was dedicated in the future, he would participate in his fair share of the improvement, so if the people on the opposite side of the easement wanted to develop.

Chair Favero said it does look like it requires that 60 foot easement from 7500 West to the Global Mitigation property. Mr. Gentry replied this one of the original proposals showed the 60 foot easement but because of the criteria in the ordinance only a maximum of 30 feet is allowed.

Rob Scott said one of the issues in terms of leverage, is that we can't consider financial implications and we don't want to be put in a position where there are people that end up holding other people up on the other end. One thing that staff can do is talk to Legal Counsel and reserve the 60 foot as part of the Development Agreement, for a future roadway, and under certain circumstances, that road would have to be constructed.

Commissioner Andreotti said there needs to be some definition here because of the setback where the house may be and we have to be sure that the road is not put in with problems in the future as was Mr. Scott's suggestion.

Chair Favero asked if there is enough of that potential easement on a normal setback from the fence line. Wouldn't they have to extend that 30 feet easement through that property and take it off from that because if this potentially ends up being a road at some future time, you would have to have that other 30 feet to keep that homeowner out of the way of that road? Mr. Gentry replied that if they require the easement, then they set the home back at least 40 feet and based on the ordinance the standard setback would be 10 feet, but we may want to look at a 40 foot setback from this property line for a future road. You can make this part of any motion tonight.

Chair Favero asked in order to get legal counsel's opinion on this, could this be tabled to get some more information and be brought back at the next meeting? Mr. Scott replied if you want to make a motion that would allow for this option or the other option, it's all how this Planning Commission feels comfortable.

Commissioner Hansen said they could make a motion for approval based on conditions they already have and have it be subject to legal counsel's conditions otherwise they would have to table and get some more information. Mr. Scott suggested language to make a motion to approve the flag lot, with the appropriate findings, that it meets the standards in the ordinance, and as part of the submittal of a subdivision, that there is a mechanism in place for future roadway on that 60 feet extending from east/west along the south border. They will have to come back with the attorney's specific language with recognition that this is a location for future roadway and as part of the Development Agreement; they would have to work some mechanism to insure what conditions the roads would be dedicated and improved.

MOTION: Commissioner Parke moved to table this issue until they get legal counsel's opinion on the condition of how this road would be improved as that would be an integral part of the motion that would be made and the language for that. Commissioner Borklund seconded.

DISCUSSION: Commissioner Hansen said that this could be tabled or they could proceed with that using legal consideration for any conditions of approval based on Fire District and Engineering, and that way we can get more definitions on the road and the term needed to reserve a roadway just in case. Commissioner Parke said he would like to get it wrapped up and help the applicant but he didn't know how to form a motion without creating a burden on the petitioner or leaving that unprotected. Commissioner Hansen asked if they denied this would the applicant have to come back with another design. Mr. Gentry replied that the applicant would have to see about obtaining the frontage. Commissioner Hansen said the same issues would still be there of making sure that there is enough setback requirements for future roadway. We don't want to make this an isolated piece; this would be one way to make it developable otherwise it will be landlocked and not developable; and if in the future development goes out there, we still need some access and if there was some way to reserve it and not make an easement that would be better. Commissioner Meibos read an excerpt from Exhibit 1, "*As future development plans come forward...*" and then amended the motion.

AMENDED MOTION: Commissioner Meibos moved to approve this application as requested; it would have to meet the conditions of the Weber County Zoning Ordinance Chapter 23, Section 30 and Chapter 2, and that this Planning Commission determines that this is not feasible or desirable to extend the street to serve a single lot at the current time. Commissioner Borklund seconded.

VOTE: A vote was taken with Commissioner's Borklund, Meibos, Parke, Andreotti, and Chair Favero voting aye, and Commissioner Hansen voting nay. Chair Favero said the motion carried with a unanimous vote. Motion Carried (5-1)

4. **Public Comments:** There were no public comments.

5. **Planning Commissioner's Remarks:** There was a discussion on the cancelled field trip with issues and other concerns.

6. **Staff Communications:**

6.1. **Planning Director's Report:** Rob Scott said he is working on the Annual Report with a lot of great work that occurred last year and an aggressive work program for this year including the Cluster Ordinance which we anticipate on bringing this back to you for discussions in the next couple of months. The work program has been divided into ordinances,

general plan, customer service, and petitions. He asked if Planning Commission had any questions. Commissioner Hansen asked if there was a plan to update the general plan. Mr. Scott replied yes when there are 250 units developed however, this Planning Commission would want to see something before that point. The County Commission has put some money aside for hiring consultants. The money is reserved for this project on the nodes in the Ogden Valley. Once that project has been completed, we anticipate that the County Commission will provide those funds to continue other projects and that would be one that we could take a look at. In the past few years we had a Planning Commissioner attend the National American Planning Association Conference. This year the Congress for New Urbanism national conference is being held in Salt Lake City from May 28-31. We are making arrangements to have every Planning Commissioner attend this national conference so he urged the members to put the dates on their calendar.

6.2. Legal Counsel's Remarks: There were no Legal Counsel Remarks.

Adjourn: **Adjourn for a Work Session**

7. Work Session Agenda Items:

W.1. Update &

Discussion: Political Sign Ordinance

1. Chapter 1 GENERAL PROVISIONS:

Robert Scott reviewed the political sign ordinance with legal counsel who indicated that it needed some more work and it was presented at a work session to the Ogden Valley Planning Commission. They pointed out some things and he went through this draft and made some modifications that actually made this work out better. The way this is structured it is set up in two sections of the code; the first one is the Definitions Section and the second one is the Chapter 32 Section for the Western Weber Planning Commission and Chapter 32B is for the Ogden Valley Planning Commission. In working with legal counsel he received a copy of a sign ordinance which he went through and realized our ordinance lacked definition, so he went and improved the definitions and added about a dozen. This ordinance did not have a Purpose and Intent Section so that was added and in paragraph 2, the section that talks about that the sign ordinance be content neutral, that is part of the overall component of this ordinance. One of the changes we made and are recommending is on Page 4 on Line 142; it didn't make sense so it was changed to, *"if you have a non-conforming sign they will allow you to perform maintenance on that sign but it will need to be enlarged and meet with the ordinance standard."* On Page 5, Line 203 the Ogden Valley Planning Commission wanted clarification that deals with Special Event Banners, Public Events Banners, and Direction Signs to be consistent with the tables that are in the back and it's been more oriented to those three types of signs and the standard requirements. Under the setback standards, on page 6, line 246 and 250, our sign ordinance requires that these signs be on private property and when this was looked at there was a recommendation of 10 feet. We added a few things under events signs to make it clearer with the previous section; such as, Public Events Signs, Public Event Banners, Special Event Signs, Special Event Banners, and Special Event Directional Signs.

Chair Favero asked what differentiates the C1, C2, and C3 tables. Mr. Scott replied that C1 gives the type of sign display and removal period and the type of permit needed. In Table C2 and C3 the difference is C2 is for the agricultural and residential zones and C3 is for the manufacturing and commercial zones.

Commissioner Borklund referred to the content neutral section; where if there was something that seemed to be offensive to the general public, could a remedy be added regarding that. Mr. Scott replied on Page 3 there is a statement that our attorney's recommended that they eliminate that. The statement on line 107 could not be regulated so our attorneys have asked us to eliminate that as it no longer becomes content neutral. We do have a regulation if something is unsafe, it can be dealt with.

W.2. Rules of Order: Consideration of Planning Commission Rules of Order

Rob Scott said the Rules of Procedure and Rules of Order at the beginning of the year gets reviewed, and after the last work session there was some discussion as to what this Planning Commission is trying to accomplish. He came up some language that would look at the whole idea of intent, and if you remember, these documents are interrelated. Back in December 2011 the Planning Commission adopted a public comment policy and this has been modified to get at the intent of the Planning Commission. It is treating everyone fairly, to both interested parties and applicants, and at the same time there are regulations that you would have to follow. In the second part, we talked about administrative versus legislative, and to help people understand the difference between administrative and legislative application proposals

that comes before this Planning Commission. The Ogden Valley Planning Commission asked for more clarification so staff has taken this directly taken from Rules of Order, how to clearly identify administrative and legislative items that was included as part of the agenda. In terms of order of business, the chair will open the meeting, then the pledge of allegiance, and order of business, and then the Planning Director will read the opening meeting statement. Instead of asking if there is any ex parte communications or conflict of interest before each item that would be the next thing for the entire meeting. Then there would be the consent agenda, administrative items, and then legislative items.

Chair Favero and the Planning Commissioners appreciated Mr. Scott's efforts in making this more defined and clearly better to follow as it will show up on the agenda that way.

W.3. Meeting Statement: Consideration of the Planning Commission Opening Meeting Statement

Mr. Scott said that this is printed on the back of the agenda for the public to read. After some serious thought about this, as to how to get people more in tuned with the meeting statement, one thought is to make some small signs with some separate bins, one with the agenda, the open meeting statement, and the Planning Commissions Role available as the public comes in. Another thought was to have some kind of presentation about the meeting to let people know how the meeting is conducted.

8. Adjourn: The meeting was adjourned at 7:05 p.m.

Respectfully Submitted,



Kary Serrano, Secretary,
Weber County Planning Commission



Staff Report to the Western Weber Planning Commission

Weber County Planning Division

Synopsis

Application Information

Application Request: Consideration and action on a request to amend an existing Conditional Use Permit Site Plan by adding a new salt storage building at Great Salt Lake Minerals.

Agenda Date: Tuesday, February 12, 2013

Applicant: Gordon Hyde-Great Salt Lake Minerals / Brian Lloyd-Risun Technologies

File Number: CUP #2013-04

Property Information

Approximate Address: 765 North & 10500 West, Ogden, Utah 84404

Project Area: Parcel Area: 543.25 Acres / Site Area: 20,000 sqft.

Zoning: Manufacturing -3 Zone (M-3)

Existing Land Use: Mineral/ Chemical Manufacturing

Proposed Land Use: Mineral/ Chemical Manufacturing

Parcel ID: 10-032-0004, 10-032-0005 & 10-032-0011

Township, Range, Section: T6N, R3W, Sections 6

Adjacent Land Use

North:	Vacant / Manufacturing	South:	Vacant / Manufacturing
East:	Vacant / Manufacturing	West:	Vacant / Manufacturing

Staff Information

Report Presenter: Scott Mendoza
smendoza@co.weber.ut.us
801-399-8769

Report Reviewer: RS

Applicable Ordinances

- Weber County Zoning Ordinance Chapter 22A (M-3 Zone)
- Weber County Zoning Ordinance Chapter 22-C (Conditional Uses)
- Weber County Zoning Ordinance Chapter 36 (Design Review)

Background

Great Salt Lake (GSL) Minerals is requesting approval of an amendment to an existing Conditional Use Permit Site Plan due to the addition of a new salt storage building. The storage building is intended to house up to 460 pallets of individually bagged salt. See Map 1, on page 3 of Staff Report, for the approximate location of the proposed salt storage building. See Exhibit "A" for the application, project narrative, and the applicant's responses regarding the criteria upon which an approval should be based.

The GSL Minerals plant is located in an M-3 Zone, where the following conditional uses are allowed:

- Metals and metal products extraction, treatment, and processing including the extraction, processing and manufacturing of magnesium chloride, magnesium, potassium, sodium, lithium, boron, bromine and their salts or chemical derivatives are allowed
- Manufacture, processing, refining, treatment, distillation, storage or compounding of the following: Acid, ammonia, bleaching powder and chlorine; fireworks or explosives, asphalt, chemicals of an objectionable or dangerous nature, creosote, disinfectants or insecticides; bones, coal or wood, fertilizer, gas, glue, size or gelatin, ore, potash...

The proposed site plan shows the new (permanent) building with a footprint of 16,640 (80'x208') square feet. The building will stand 37 feet tall and be constructed of structural pipe trusses, fastened to a typical concrete footing/foundation wall, and a white exterior fabric skin. It will have a "hemisphere" or "cabin" shape with two flat (vertical) end walls, each

providing space for a fourteen foot equipment (garage) door, exhaust fan, and standard man door. There are no new signs associated with this project. See Exhibit "B" for proposed site plan. See Exhibit "C" for building details.

In 2005, GSL Minerals received a variance from the Weber County Board of Adjustment relating to landscaping requirements. The variance required GSL to set enough property aside to meet the 10% landscaping requirement, but allowed natural landscaping to be used in place of new landscaping. The site contains more than 200 acres that are set aside as natural landscaping.

The Weber County Engineer's Office, the Weber Fire District, and the Weber County Building Official have responded with no significant concerns and have approved the project as proposed; however, additional fees, plan, and permit requirements apply, e.g., Storm Water Construction Activity Permit, Storm Water Pollution Prevention Plan, Building Plan Review, and Building Permit. The Weber-Morgan Health Department is working with the applicant to verify underground (septic) utility locations. The applicant has provided a utility plan showing that the proposed building location will have no impact on any utilities. Health Department approval is anticipated due to the information shown on GSL Minerals' Master Utility Plan. See Exhibit "D" for review agency comments and GSL Minerals' Master Utility Plan.

Culinary water and wastewater services already exist.

Summary of Planning Commission Considerations

- Does the proposed use meet the requirements of applicable County Ordinances?
- Are there any potentially detrimental effects that need to be mitigated by imposing conditions of approval, and if so, what are the appropriate conditions?
- In order for a conditional use permit to be approved it must meet the requirements of Chapter 22C (Conditional Uses), specifically, Section 22C-4 (Criteria for Issuance of Conditional Use Permit). Has the applicant demonstrated compliance with the Section listed below:

22C-4. Criteria for Issuance of Conditional Use Permit

Conditional uses shall be approved on a case-by-case basis. The Planning Commission shall not authorize a Conditional Use Permit unless evidence is presented to establish:

1. *Reasonably anticipated detrimental effects of a proposed conditional use can be substantially mitigated by the proposal or by the imposition of reasonable conditions to achieve compliance with applicable standards. Examples of potential negative impacts are odor, vibration, light, dust, smoke, or noise.*
2. *That the proposed use will comply with the regulations and conditions specified in the Zoning Ordinance and other applicable agency standards for such use.*

Conformance to the General Plan

The Great Salt Lake Minerals proposal conforms to the General Plan by complying with all standards found in the Weber County Zoning Ordinance. The project is located in an M-3 Zone where heavy manufacturing is anticipated.

Conditions of Approval

- Compliance with the Weber County Zoning Ordinance.
- Requirements of the Weber County Engineering Division.
- Requirements of the Weber-Morgan Health Department.
- Requirements of the Weber Fire District.
- Requirements of the Weber County Building Official.

Staff Recommendation

Staff recommends approval of the GSL Minerals proposal based on its compliance with applicable County Ordinances including the criteria listed in Chapter 22C-4 (Basis for issuance of Conditional Use Permit).

Exhibits

- A. Land owner's application, project narrative, and written information regarding the Criteria for Issuance of a Conditional Use Permit.
- B. Site plan.
- C. Photo of existing building.

Map 1



Weber County Conditional Use Permit Application			
Application submittals will be accepted by appointment only. (801) 399-8791. 2380 Washington Blvd. Suite 240, Ogden, UT 84401			
Date Submitted / Completed 1/28/2013	Fees (Office Use)	Receipt Number (Office Use)	File Number (Office Use) CUP 2013 04
Property Owner Contact Information			
Name of Property Owner(s) Great Salt Lake Minerals Corporation		Mailing Address of Property Owner(s) 765 North 10500 West Ogden, Utah 84404	
Phone 801-731-3100	Fax 801-731-4881		
Email Address (required) kernerw@compassminerals.com		Preferred Method of Written Correspondence <input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail	
Authorized Representative Contact Information			
Name of Person Authorized to Represent the Property Owner(s) William Kerner <i>Brian Lloyd</i>		Mailing Address of Authorized Person 765 North 10500 West Ogden, Utah 84404	
Phone <i>801-305-4247</i> 801-732-3312	Fax <i>801-281-8787</i> 801-731-4881		
Email Address <i>brian@risuntech.com</i> kernerw@compassminerals.com		Preferred Method of Written Correspondence <input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail	
Property Information			
Project Name Dry Salt Storage Building		Total Acreage 0.38	Current Zoning M-3
Approximate Address 765 North 10500 West Ogden, Utah 84404		Land Serial Number(s) 10032004	
Proposed Use Construct an 80' X 208' Dry Salt Storage Building			
Project Narrative <p>Great Salt Lake Minerals is committed to providing our clients with the best products possible in our industry. Currently we are storing palletized bagged products out of doors exposed to the elements. It is our desire to improve this situation. Therefore we propose to construct an 80' X 208' X 37' tall Quonset type building. The building will be enclosed with a fourteen foot equipment door and a man door on each end. Pallets will be brought from the nearby salt storage warehouse by a light duty fork lift. The pallets can be stacked to a height of approximately 15 feet. The building will have interior lights attached to the domed frame. For reference a similar building photo accompanies this submittal.</p> <p>We expect that a current Conditional Use Permit, CUP 2009-18, can be amended to accommodate this proposed project.</p>			

Basis for Issuance of Conditional Use Permit

Reasonably anticipated detrimental effects of a proposed conditional use can be substantially mitigated by the proposal or by the imposition of reasonable conditions to achieve compliance with applicable standards. Examples of potential negative impacts are odor, vibration, light, dust, smoke, or noise.

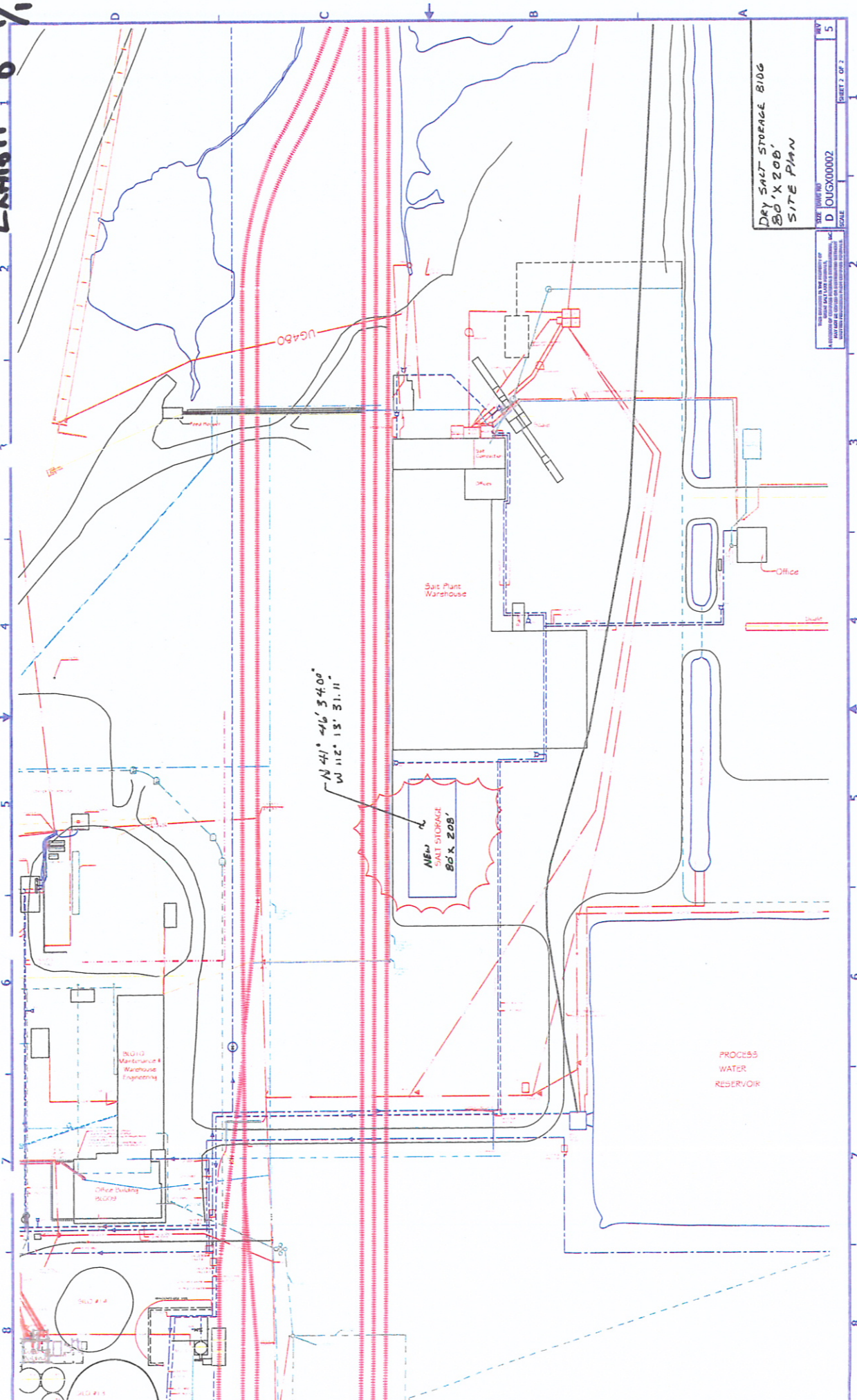
This proposed Building Project has no anticipated detrimental effects to the surrounding area. The proposed building height is less than others in the immediate area. The color, white, has been chosen to complement the existing buildings on site. The building look will compliment the look of the site. Great Salt lake minerals is in control of the local area. They will locate the building such that there are proper set backs from other buildings or rail road tracks. Building exterior lighting will be adequate to accommodate the local traffic around the building. But, will not be a hindrance to others who share the site. Great Salt Lake Minerals will accommodate any reasonable environmental objection if any are brought to light during the planning phase.

That the proposed use will comply with the regulations and conditions specified in the Zoning Ordinance and other applicable agency standards for such use.

Great Salt Lake Minerals will comply with any regulations that govern the issuance of the conditional use permit.

EXHIBIT "B" 1/1

EXHIBIT "B" 1/1



BUILDING COMPONENTS

BRITESPAN™ Building Components

BRITESPAN Building Systems have been designed with unique components that enhance the durability and strength of the building.

18"-24" Deep Atlas Truss



Cross Cabling

Continuous Webbed Truss
on Atlas Series



Precise Termination

Concrete Mounting Boot



Post Mount Bracket

Solid Purlin Connection



Steel Legs



BRITESPAN™ can customize your building to suit needs

BRITESPAN Building Systems will customize your building to incorporate colors, ventilation, interior layouts, door and end wall options, foundations and space requirements to meet your needs.

Can Extend Cover-All's



Insulating



Foundations




Conventional Additions



1.800.407.5846
www.britespanbuildings.com

Outside Width : 80'
Outside Height : 36' 6"
Maximum Clearance : 33' 4"

□ = 1' x 1' GRID

<div style="text-align: center;"> Britespan BUILDING SYSTEMS INC.</div>						37651 Amberley Road Lucknow, ON, Canada N0G 2H0 PH: 1-519-528-2922 FAX: 1-519-528-2880						DEALER		CUSTOMER:		PROJECT:	
DETAILER: DS		DWG REV 1	REVISED BY: DESCRIPTION 1			DATE 19 JUL .12	THIS DRAWING IS PROPERTY OF BRITESPAN ANY REPRODUCTION IN WHOLE OR IN PART WITHOUT THE EXPRESSED WRITTEN CONSENT OF BRITESPAN IS PROHIBITED. THIS DRAWING IS NOT TO SCALE UNLESS OTHERWISE NOTED.						WIDTH-STEEL-FAB-HSS-HSSDROP 80		TAB TITLE: 005	DRAWING APEX - 80 W TITLE: PROFILE	
CHECKER:							FILE NO:	PROJECT ID:	SQ/ORDER ID:	DRAWING:	REV: 1						

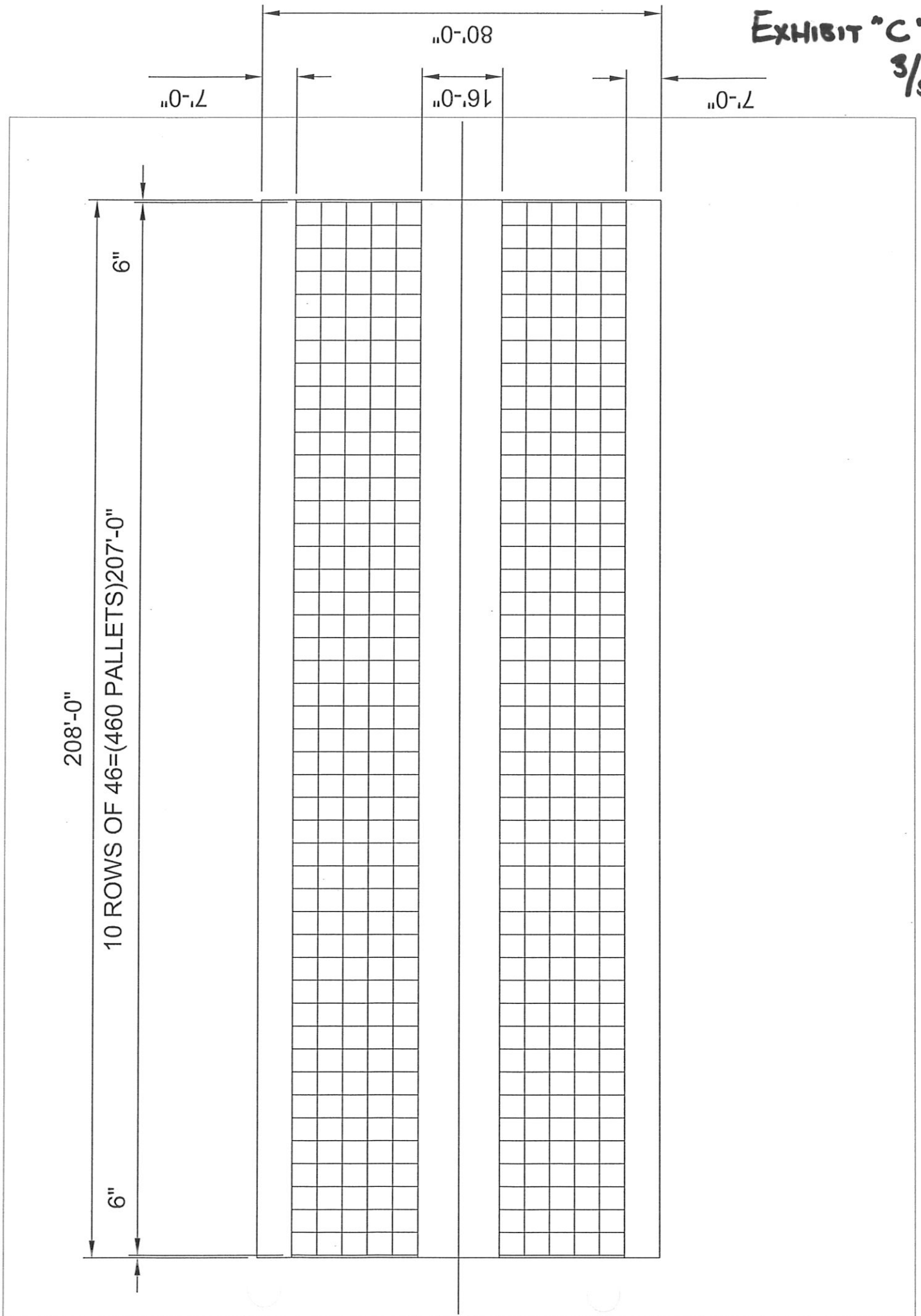


EXHIBIT "C"
4/5



EXAMPLE
BUILDING PHOTO



Building Description:

The building will have an eighty by two hundred and eight foot footprint. The two hundred and eight foot length will be in the nearly North/South direction. The building will have an eighty foot free span from side to side. The proposed building will be a hemisphere or cabin shape geometry with vertical end walls. A fourteen foot equipment door, exhaust fan and a man door will be located in each end panel. The man force resisting system (MFRS) for the building will be structural pipe truss. The MFRS building frames will be on sixteen foot centers along the two hundred and eight foot length. The building will be approximately thirty seven foot tall, measured from grade. The exterior skin will be composed of a light colored fabric suitable for local design environmental loading. The building will be a permanent structure founded on a concrete foundation.

Engineering

Dry Salt Storage Building at GSL	Project
Michael Tuttle	User
Weber County Engineering Division	Department
2013-02-05 09:47:16	Created
2013-02-05 09:47:45	Modified
Yes	Approved

Notes

I have had a chance to review the plan(s) and have the following comment(s):

1. A Storm Water Construction Activity Permit is required for any construction that:
 1. disturbs more than 5000 square feet of land surface area, or
 2. consist of the excavation and/or fill of more than 200cubic yards of material, or
 3. requires a building permit for which excavation or fill is a part of the construction, and less than five acres shall apply for a county permit.
2. A Storm Water Pollution Prevention Plan (SWPPP) is now required to be submitted for all new development where construction is required. The State now requires that a Utah Discharge Pollution Elimination Systems (UPDES) permit be acquired for all new development. A copy of the permit needs to be submitted to the county before final approval. Permits can now be obtained online thru the Utah State Department of Environmental Quality at the following web site: <https://secure.utah.gov/swp/client>.
3. Please submit the above information when submitting for the building permit. The UPDES permit referenced above is regarding the construction permit not the industrial permit.

I have tried to address all items of concern from the Engineering Department. However, this review does not forego other items of concern that may come to this department's attention during additional reviews or during construction of improvements. If you have any comments or questions concerning this review, feel free to contact me.

Weber Fire District Review

Dry Salt Storage Building at GSL	Project
Ted Black	User
Weber Fire District	Department
2013-01-30 08:41:46	Created
2013-01-30 08:41:46	Modified
Yes	Approved

Notes

This project is approved as submitted.

Weber-Morgan Health Department

The location of the septic system is not indicated on the map. The additional building will not impact the septic system capacity but may not be constructed over a septic tank, pump tank or drainfield.





Staff Report to the Western Weber Planning Commission

Weber County Planning Division

Synopsis

Application Information

Application Request: Consideration and action on legislative amendments to the Weber County Zoning Ordinance Chapter 32 (Signs), Chapter 1 (General Provisions) regarding various sign requirements including temporary signs

Agenda Date: Tuesday, February 12, 2013

Applicant: Weber County Planning Staff

File Number: ZTA-2012-04

Property Information

Approximate Address: Not Applicable

Project Area: Not Applicable

Zoning: Not Applicable

Existing Land Use: Not Applicable

Proposed Land Use: Not Applicable

Parcel ID: Not Applicable

Township, Range, Section: Not Applicable

Adjacent Land Use

North:	Not Applicable	South:	Not Applicable
East:	Not Applicable	West:	Not Applicable

Staff Information

Report Presenter: Robert Scott
rscott@co.weber.ut.us
(801) 399-8791

Report Reviewer: SW

Applicable Ordinances

- Weber County Zoning Ordinance Chapter 1 (General Provisions)
- Weber County Zoning Ordinance Chapter 32 (Signs)
- Weber County Zoning Ordinance Chapter 23 (Supplementary and Qualifying Regulations)
- Weber County Zoning Ordinance Chapter 31 (Land Use Permit, Building Permit and Certificate of Occupancy)

Background

The Western Weber Planning Commission (WWPC) recommended on June 12, 2012 that the Weber County Commission adopt the draft ordinance. The Weber County Commission held a public hearing on July 17, 2012 and tabled the ordinance until July 31, 2012. At the July 31, 2012 meeting the Weber County Commission tabled the item until some additional issues identified by the Weber County Attorney's office, specifically the language dealing with content neutral, could be addressed. The Weber County Planning Division has worked with the Weber County Attorney's office and the attached draft is ready for a further review by the Western Weber Planning Commission.

The WWPC held a work session on January 15, 2013 to consider the edits to the ordinance amendments and directed Staff to prepare the ordinance for a hearing before the WWPC. This item is before the WWPC to receive input from the public and make a recommendation to the Weber County Commission.

The purpose and intent of Chapter 32 is to establish rules and procedures which govern signs in the Western Weber County Township. The Ogden Valley Township has its own sign ordinance Chapter 32-B.

This proposed amendment to Chapter 32 (Signs) addresses the issues identified by the Attorney's office. The proposal does three things, i.e., makes political signs content neutral, places them under the umbrella of temporary signs, and makes adjustments to definitions, and other minor changes to be consistent with Chapter 30 (Land Use Permit, Building Permit and Certificate of Occupancy), Chapter 32-B (Ogden Valley Signs), Chapter 23 (Supplementary and Qualifying Regulations), and building and fire codes. Staff researched a number of other jurisdiction's ordinances in making this recommendation.

The following summary identifies the proposed amendments:

Chapter 1 – 6 Definitions

Chapter 1 has a subsection providing for definitions. This subsection has been revised to include a number of modified and new definitions that will help clarify the overall sign ordinance including temporary signs.

SIGN: A modified definition is presented that is a clearer definition of what constitutes a sign.

SIGN, ANIMATED: This is a new definition.

SIGN, BUSINESS / COMMERCIAL: This definition adds the word commercial and is also modified.

SIGN, CAMPAIGN: This definition identifies these signs as being those associated with an election.

SIGN, CONSTRUCTION: The definition for 'sign, construction' is taken from 32-B and placed here.

SIGN, DIRECTIONAL: This definition is modified to provide clarity.

SIGN, EVENT: This is a new definition.

SIGN, GROUND / MONUMENT: This definition adds the word monument and is modified to provide clarity.

SIGN, NONCONFORMING: This is a new definition.

SIGN, OCCASION: This is a new definition.

SIGN, POLE: This is a new definition.

SIGN, POLITICAL: This definition identifies these signs as those signs that comment on an issue or proposal not associated with an election.

SIGN, PUBLIC EVENT: This is a new definition.

SIGN, SEASONAL: This is a new definition.

SIGN, TEMPORARY: This definition is modified.

SIGN, VEHICLE: This is a new definition.

Chapter 32 - Signs

32-1. Purpose and Intent. A purpose and intent section is included to replace the Sign Type section. The purpose and intent statement is new along with clearly identifying that this ordinance is intended to be content neutral.

32-2. Definitions. The Chapter 32-B language is inserted which explains that sign definitions are found in Chapter 1.

32-3 General Provisions (With the insert of 32-2; General Provisions becomes 32-3)

1. Conformity. This provision is modified to eliminate the duplication from the building codes and make it clear that the requirements for signs must meet the requirements of this chapter.

8. Misleading, Fraudulent, Obscene, Immoral, Indecent or Signs of Unsightly Character Prohibited. At the recommendation of Legal Counsel this provision is deleted.

8. Noise Prohibited. This provision is renumbered from 9 to 8.

9. Painting, Pasting, Gluing Prohibited. This provision is renumbered and an exception is provided as identified in 32-4 Special Provisions.

10. Permit Required. This provision is renumbered and the general sign standard is modified to make it clear that a land use permit is required unless it meets the exception identified in Chapter 32-4 Special Provisions.

11. Refusal of Owner to Remove Dangerous Signs. This provision is renumbered and the process for applying liens has been updated to reflect current practice. The County Treasurer and County Clerk have been deleted since they are not involved in this process.

12. Removal of Conforming Signs. This provision is renumbered and a modification changes the responsibility of sign removal from the Chief Building Official to the County to make it consistent with Chapter 30 (Land Use Permit, Building Permit and Certificate of Occupancy).

13. Removal of Nonconforming Signs. This provision is renamed and renumbered and a definition is added for nonconforming use in Chapter 1. Outdated language is deleted and new language is added allowing maintenance and replacement of nonconforming signs.

15. Sign Inspection. This provision is being deleted. It is unnecessary since the building codes already provide for sign inspection.

16. Sign Not to Cover Window, Doors, or Similar Openings. This provision is being deleted. These provisions are already in the fire and building codes.

14. Sign on Private Property. With the deletion of Sign Inspection and Sign Not to Cover Window, Doors, or Similar Openings this provision becomes 14.

15. Sign on Public Property. This provision is renumbered from 18 to 15. An amendment clarifying when these are allowed is referenced in subsection 32-4 Special Provisions.

16. Sign Over Street Prohibited. This provision is renumbered from 19 to 16.

17. Sign Setback. This provision is renumbered from 20 to 17.

18. Signs, Zones Permitted and Controls. This provision is renumbered from 21 to 18.

19. Signs not to Constitute Traffic Hazard. This provision is renumbered from 23 to 19.

22. Violations a Misdemeanor. This provision is being deleted. The Zoning ordinance has a provision for violations. This provision is out of date.

32-4. Special Provisions (With the insert of 32-2; Special Provisions becomes 32-4)

3. Cloth Signs. This provision is deleted. The information from this section has been transferred to the definition section and tables.

6. Political or Campaign Signs. This provision is being deleted and replaced by 6 Temporary Signs.

6. Temporary Signs. A new provision that addresses temporary signs is provided.

A. First, temporary signs must be located on private property unless otherwise exempted.

B. Second, standards for temporary sign setbacks are given for streets with sidewalks, those without sidewalks, and clear view triangle.

C. Third, there are three tables provided.

Table C-1 identifies temporary sign types, display periods, removal requirements for all temporary signs, and whether or not a land use permit or special event permit is required for that sign type. Sign types are given three subheadings, occasion signs, seasonal signs, and event signs.

Table C-2 relates to agricultural and residential zone standards by sign types for the maximum area per sign face, maximum height of the freestanding signs including the support structure, and the number of signs permitted.

Table C-3 relates to commercial and manufacturing zone standards by sign types for the maximum area per sign face, maximum height of the freestanding signs including the support structure, and the number of signs permitted.

8. Time Limitation for Construction Project or Land Development Signs. This provision is being deleted. The definition for these signs is moved to Chapter 1-6 Definitions.

32-5. Exempt Signs (With the insert of 32-2; Exempt Signs becomes 32-5)

3. This provision relating to signage for construction project identification is deleted. The provision for this is now included in Chapter 1-6 (Definitions)

32-6. Design Standards (With the insert of 32-2; Design Standards becomes 32-6)

32-7. Specialty Signs Prohibited (With the insert of 32-2; Specialty Signs becomes 32-7)

32-8. Sign / Zone Regulations (With the insertion of 32-2; Sign / Zone Regulations becomes 32-8 and the sign table is amended to delete all references to temporary signs)

Summary of Planning Commission Considerations

- Do the proposed amendments remedy the concerns of County Legal Counsel?
- Are the proposed amendments clear, objective, and reasonable?

Conformance to the General Plan

This is a legislative matter. The draft ordinance is consistent with both General Plans.

Conditions of Approval

Not Applicable

Staff Recommendation

Staff recommends that the Western Weber Planning Commission entertain public comment and identify any edits to Chapter 32 (Signs) and Chapter 1 (General Provisions) prior to making a recommendation to the Weber County Commission to adopt the amendments.

Exhibits

- A. Weber County Zoning Ordinance Chapter 32 (Signs) and Chapter 1 (General Provisions) Proposed Amendments

Chapter 1 GENERAL PROVISIONS

1-6 Definitions

~~SIGN: A presentation or representation of words, letters, figures, designs, pictures, or colors, publicly displayed so as to give notice relative to a person, a business, an article or merchandise, a service, an assemblage, a solicitation or a request for aid; also the structure or framework or any natural object on which any sign is erected or is intended to be erected or exhibited or which is being used or is intended to be used for sign purposes.~~ Any object, device, display, or structure, or part thereof, that is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including, but not limited to words, letters, figures, designs, symbols, fixtures, colors, illumination, or projected images.

~~SIGN, ANIMATED: A sign employing actual motion, the illusion of motion or light and / or color changes achieved through mechanical, electrical or electronic means.~~

~~SIGN, BUSINESS / COMMERCIAL: A sign which directs attention to a use conducted, project or commodity sold or service performed upon the premises.~~ Any sign with wording, a logo or other representation that directly or indirectly names, advertises or calls attention to a business, product, service, profession, commodity, commercial event, or other commercial activity, or otherwise contains commercial speech.

~~SIGN, CAMPAIGN: A temporary sign soliciting support for a person running for public office or a sign supporting, defending or objecting to an issue or proposal being placed before the public.~~

~~SIGN, CONSTRUCTION: Construction signs announcing the construction of a building or project naming owners, contractors, subcontractors and architects.~~

~~SIGN, DIRECTIONAL: Business incidental signs designed to guide or direct pedestrians or vehicular traffic.~~ Any sign located on private property at or near the public right-of-way, directing or guiding vehicular or pedestrian traffic onto the property and / or toward parking or other identified locations on the property.

~~SIGN, GROUND / MONUMENT: A sign placed upon the ground, or supported by a frame or supports placed in or upon the ground.~~ A free standing ground sign mounted on a base but not attached to any building or wall.

~~SIGN, NONCONFORMING: A sign that legally existed at the time that it was installed under the regulations in effect at that time but does not conform to the current applicable regulations of the area in which it is located and has been maintained continuously since the time the applicable regulations changed to render it nonconforming.~~

~~SIGN, OCCASION: A sign that is intended to support a business activity that is temporary in nature, e.g., construction, real estate, or temporary real estate sales office.~~

~~SIGN, POLE: A free standing sign that is mounted atop one or more poles and not attached or braced by any other structure.~~

~~SIGN, POLITICAL: A temporary sign making a statement either supporting, defending or objecting to an issue or proposal that is not being placed before the public.~~

~~SIGN, PUBLIC EVENT: A sign that is intended to support public events, e.g., religious, charitable, civic (youth soccer sign up), or festive occurrences, or in celebration of some event of religious, national,~~

state, or civic significance or in honor of a visit from a person or persons of note, i.e., public event banners, public event signs, and public event directional signs.

SIGN, SPECIAL EVENT: A sign that is intended to support special events, i.e., special event banners, special event signs, and special event directional signs.

SIGN, SEASONAL: A sign that is intended to advertise a business activity for a designated amount of time, e.g., a farmer's market, Christmas tree lot, or fruit and vegetable stand.

SIGN, TEMPORARY: Temporary signs as regulated by this Ordinance shall include any sign, banner, pennant, valance or advertising display constructed of cloth, canvas, light fabric, cardboard, wall board or other light materials with or without frames, intended to be displayed for a short period of time only.

SIGN, TEMPORARY: Any exterior sign, banner, pennant, valance or advertising display constructed of paper, cloth, canvas, light fabric, cardboard, wallboard or other light materials, with or without light frames, intended to be displayed for a short period of time. Examples of temporary signs include: a grand opening banner; public event banner; political sign, real estate sign; special event sign.

SIGN, VEHICLE: Any sign permanently or temporarily attached to or placed on a vehicle or trailer.

Chapter 32 SIGNS

32-1 Major Sign Types Purpose and Intent

Business Signs, Identification and Information Signs, and Specialty Signs are considered as Major Sign Types for the purpose of this Ordinance. All signs will be classified as belonging to one of the Major Sign Types for regulatory measure.

The purpose and intent of the Sign Standards is to provide for reasonable display of all signage in the Western Weber Township to identify and advertise products, services, institutions, events, and business establishments for the information and convenience of the general public. These Standards and criteria are designed to protect and promote the public health, safety, and general welfare of persons within the community. The Standards are also designed to aid in the orderly development and promotion of business by providing regulations, which encourage aesthetics, effectiveness, and flexibility in the display and use of signs while protecting and enhancing community character in the Western Weber Township.

It is the County's policy to regulate signs in a manner that is consistent with the free speech protections and provisions of the United States Constitution and of the Constitution of the State of Utah by enacting regulations which do not restrict speech on the basis of its content, viewpoint or message; and do not favor one form of speech over another.

32-2 Definitions

Certain words, phrases, terms and concepts used in this Section are defined in Chapter 1-6, Definitions.

32-23 General Provisions

1. **1. Conformity and Safety.** If a sign does not conform with the requirements of this Chapter or if the construction, design, manner of use or method of anchoring or supporting any sign makes such sign unsafe, the Chief Building Official shall proceed in any manner he deems necessary to cause the removal of the sign or the rebuilding of a sign to conform with the requirements of this Chapter or to remedy the defect herein. All signs must meet the requirements of the Uniform Building Code and Safety Regulations of the County. this Chapter.

2. **Clearance.** There shall be a minimum clearance of ten (10) feet between the ground or sidewalk and any part of projecting sign, with the exception of public necessity signs and nameplates.
3. **Copy Area.** Copy area of a building facade signs or multiple copy signs shall not exceed forty percent (40%) of the background facing to which it is applied.
4. **Height of Signs.** No sign shall exceed the height limitations established for each zone as set forth in this Chapter.
5. **Lighting of Signs.** Signs may be illuminated by indirect lighting, floodlights, or luminous tubes only. No lighting shall be installed in any way which will permit direct rays of such light to penetrate onto any adjoining property used for residential purposes, or in any manner constituting a nuisance. Animated signs are prohibited except as expressly provided herein.
6. **Location of Signs.** No part of any sign shall be permitted to extend across any property line or located in any required front or side yard except as follows:
- A. Business and identification signs attached to a building may project into a required front or side yard not more than six (6) feet and not less than ten (10) feet above the ground or sidewalk.
 - B. Ground business signs, including all portable types signs for conforming uses only, shall not be located closer than ten (10) feet to a front or side property line for that portion of the sign lower than ten (10) feet and not closer than three (3) feet for that portion of the sign greater than ten (10) feet in height.
 - C. Property identification signs shall not be located closer than ten (10) feet to any property line.
 - D. Nameplates may be located anywhere on the property.
7. **Maintenance of Signs.** Signs regulated by this Chapter shall be maintained in good visual appearance and structural condition at all times. The County and its agents shall in no way be liable for negligence or failure of the owner or the person responsible for maintaining any sign, to keep such sign in good condition, or be responsible for any damage caused by defective conditions.
- ~~8. **Misleading, Fraudulent, Obscene, Immoral, Indecent or Signs of Unsightly Character Prohibited.** No sign shall be erected or maintained, or be permitted to remain publicly displayed which are a misleading, fraudulent, obscene, immoral, indecent, of unsightly character.~~
9. **Noise Prohibited.** It shall be unlawful to use in connection with any sign or to use for advertising purposes any radio, phonograph, whistle, bell or any other sound or noisemaking or transmitting device or instrument for the purpose of commercial advertising.
- ~~10. **Painting, Pasting, Gluing Prohibited.** No sign shall be painted, pasted or glued directly on any wall or roof or affixed directly to any wall or roof by means of any similar adhesive substance. No paper or cloth sign shall be tacked directly on any wall or roof except as provided in Chapter 32-4 Special Provisions.~~
- ~~11. **Permit Required.** It shall be unlawful to erect or maintain or remodel any sign upon or over public or private property, with the County until a land use permit sign permit with respect to such sign has been obtained, except as exempted in Section 32-4 Special Provisions. from the Chief Building Official. The Chief Building Official may at his discretion request the Planning Commission to review a sign application.~~
- ~~12. **Refusal of Owner to Remove Dangerous Signs.** Removal by Chief Building Official. Where immediate action is deemed necessary to protect, limb, life or property and where the owner of a sign or the owner of the property on which the sign is erected fails to remove such sign pursuant to notice from the Chief Building Official within a specified time fixed in such notice, the Chief Building Official may proceed in any manner deemed necessary to cause the immediate removal of such sign. The Chief Building Official shall certify a statement of the expenses incurred in such removal. to the County Treasurer. who in turn shall assess and charge the same against the real estate upon which the sign was erected, and Unless said assessment is paid within ninety (90)~~

days after and from the date of notice thereof the same shall, ~~when recorded in the offices of the County Clerk,~~ become a lien upon the real estate whereon the sign is erected and collectible in the same manner as general taxes.

13. **12. Removal of Conforming Signs.** Any person occupying a building or portion of a building, who owns or maintains a sign in connection therewith shall, upon vacating the premises, or discontinuing the business advertises, cause the sign to be removed. Any person who owns and maintains a sign which is maintained for the benefit of another person who occupies a building or part of a building whereon the sign is located shall cause the sign to be removed if the person for whom the sign is maintained vacates the premises. Failure of the owner of the sign or of the person responsible for maintaining same to remove the sign within thirty (30) days after notice from the ~~County Chief Building Official~~ shall be considered as a violation of this Chapter and shall subject the owner of the sign and the owner of the property to the penalties herein.

14. **13. Removal of Non-conforming Signs.**

- A. ~~Any sign not in conformance with the provisions of this Chapter and which was erected or installed without a permit, shall be removed within thirty (30) days upon notification from the Chief Building Official County.~~
- B. ~~Signs for which permits were previously issued and which are made nonconforming by the provisions of this Chapter shall be permitted to remain in accordance with Section 7. Under no circumstances shall such nonconforming signs be remodeled or replaced. The provisions of Section 2.12 shall apply to such nonconforming signs.~~
- C. ~~Any existing sign, conforming to the provisions of this Chapter relative to size and location, but nonconforming to structure requirements shall be removed or replaced within one (1) year upon written notice from the County. However, if they are deemed to be a hazard or more than fifty percent (50%) damaged, they shall be removed or repaired in accordance with the structural requirements of this Chapter, within ten (10) days after receiving notice from the County.~~
- D. ~~Any sign on a building determined to be abandoned shall be removed within thirty (30) days of notification from the County by the Chief Building Official to the property owner and/or owner of the business advertisement and/or owner of the sign.~~

A sign may be re-installed which duplicates the original non-conforming sign in dimensions and location. Any changes in size or location shall require conformance to this Ordinance.

15. **Sign Inspection.** The Chief Building Official shall inspect each sign for which a permit has been issued and shall require the property maintenance of all signs subject to the provisions of this Chapter.

16. **Sign Not to Cover Windows, Doors, or Similar Openings.** No sign shall cover a window, doorway or other opening providing light ventilation or exit facilities which are required by the Building Code or which are deemed by the Fire Department to be necessary to give the Fire Department access to the building or to afford the fire protection in the event of a fire; provided however, that flat signs, wall signs, cloth signs and projecting signs shall be permitted to cover transom.

17. **14. Sign on Private Property.** It shall be unlawful for any person to fasten or attach, paint or place any sign as defined in this Chapter upon any private wall, window, door, gate, fence or sign or upon any other personal property without the consent of the owner, or lessee, or someone authorized to act on behalf of such owner or lessee.

18. **15. Sign on Public Property.** It shall be unlawful for any person to fasten or attach, paint or place any sign, handbill, poster, advertisement or notice of any kind or sort, whether political or otherwise or to cause the same to be done in or upon the curbstone, lamp post, telephone pole, electric light or power pole, hydrant, bridge or tree, or in or upon any portion of any sidewalk or street. It shall be unlawful to paste, place, paint or attach any sign defined in this Chapter on any

building, street or property of the County. No sign shall be erected on or project over public property, except as permitted in Section 32-4 Special Provisions.

19. **16. Sign Over Street Prohibited.** It shall be unlawful to erect and/or maintain any sign over any street or alley, except as herein expressly provided.

20. **17. Sign Setback.** For purposes of this Chapter, the entire sign must comply with the specified setback regulations.

21. **18. Signs, Zones Permitted and Controls.** It is unlawful for any person to erect or otherwise install a sign having a size or height greater than allowed in this Chapter. It is unlawful for any person to erect or otherwise install a sign located on a site or in a zone in violation of the regulations specified in Section 8.

22. ~~**Violations a Misdemeanor.** Any person who shall fail to comply with or shall violate any of the provisions of this Chapter, or any rules or regulations promulgated hereunder shall be deemed guilty of a misdemeanor and shall be punished as provided in State Code, by a fine of not more than \$299 or by imprisonment for not more than sixty (60) days, or by both such fine and imprisonment. The penalty provided herein shall be in addition to any suspension or revocation of any license or permit issued hereunder.~~

23. **19. Signs not to Constitute Traffic Hazard.** No light, sign, or other advertising structure as regulated by this Ordinance shall be erected at the intersection of any street in such a manner as to obstruct free and clear vision; or at any location where by reason of the position, shape, or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device; or which makes use of the words, "STOP", "LOOK", "DANGER", or any other word, phrase, symbol or character in such a manner as to interfere with, mislead or confuse traffic.

32-34 Special Provisions

3. ~~**Cloth Signs.** Permits may be issued by the Chief Building Official upon approval by the County Commission for hanging of display banners or other cloth decorations for special occasions, such as e.g., religious, charitable, civic, or festive occurrences, or for the Christmas decorations or in celebration of some event of religious, national, state or civic significance or in honor of a visit from a person or persons of note. It is specifically prohibited to incorporate in any such decorations any political advertising or advertising of a commercial nature. The Chief Building Official Public event banner signs may permit such signs to be hung over public streets or on walks after proper approval. Permits issued pursuant to this paragraph may be issued without charge of any fee, but shall specify a period of time, not to exceed fifteen (15) days during which such signs shall be permitted to be used.~~

6. ~~**Political or Campaign Signs.** Political or campaign signs are permitted in accordance with the following provisions provided that any such sign shall be erected not earlier than sixty (60) days prior to the election at which time the candidates or measure will be voted upon and shall be removed within fifteen (15) days after such election, campaign or event.~~

1. ~~In any residential zone, there is permitted not more than one stationary unlighted temporary sign on any lot or contiguous parcels of land under one ownership on behalf of candidates for public office or questions on the ballot, provided that any such sign shall not exceed six (6) feet in height or six (6) square feet in area. If attached, such sign shall not exceed the height of the eaves line of the building.~~

2. ~~In a commercial zone, there is permitted one or more temporary signs on a lot on behalf of a candidate for public office, or of a question on the ballot or announcing a campaign, drive or event of a civic, philanthropic, educational, or religious organization, provided that:~~

- ~~1. The total of such sign or signs on any lot shall not exceed sixty-five (65) square feet, except that larger signs may be placed upon any legally existing sign structure. If detached, signs shall not exceed fifteen (15) feet in height, and if attached not more than twenty-five (25) feet in height.~~
- ~~2. No such sign shall be a roof sign, except upon a legally existing sign structure, and no signs shall be erected in any required yard setback area unless attached to a building.~~

6. Temporary Signs. Temporary signs shall be permitted in accordance with standards set forth below, unless specified otherwise in this ordinance:

A. Setback standards for temporary signs:

1. Temporary signs must be located completely on private property, except as exempted in Section 32-4, Special Provisions.
2. Signs must be placed 10 feet behind the sidewalk, including those with grass strips between the street and the sidewalk, except for special event banners and special event directional signs.
3. On streets with no sidewalks and where it is not clear where the property line is located, signs must be placed 10 feet behind the curb or pavement and not hang into the street; and
4. At intersections, they must be placed beyond the site distance triangle (23-7 Clear View of Intersecting Streets).

B. Temporary Signs. Temporary signs in this section shall in no way regulate the content of speech, only the place and manner in which it is permitted.

C. Additional Standards

Table C-1			
<u>Sign Type</u>	<u>Display Period</u>	<u>Removal Required 3 Days After</u>	<u>Land Use Permit or Special Event Permit Required</u>
<u>Occasion Signs</u>			
<u>Campaign Signs</u>	<u>60 days prior to the election</u>	<u>Completion of the election</u>	<u>N</u>
<u>Construction Signs</u>	<u>Duration of construction</u>	<u>Completion of construction</u>	<u>N</u>
<u>Property / Real Estate Sign</u>	<u>Duration of listing</u>	<u>Closing / Lease Commencement Date</u>	<u>N</u>
<u>Short Term Vendors</u> <u>§ 34-3</u>	<u>120 days</u>	<u>End of Event</u>	<u>Y / LUP</u>
<u>Temporary Outdoor Sales</u> <u>§ 34-4</u>	<u>Per state code if applicable or 30 days prior to the event</u>	<u>End of Event</u>	<u>Y / LUP</u>
<u>Temporary Real Estate Sales Office</u>	<u>Duration of construction</u>	<u>Completion of Construction</u>	<u>Y / LUP</u>
<u>Temporary Real Estate Sales Office Wall Sign</u>	<u>Duration of construction</u>	<u>Completion of Construction</u>	<u>Y / LUP</u>
<u>Seasonal Signs</u>			
<u>Farmers Market</u> <u>§ 34-5</u>	<u>June through October</u>	<u>End of Event</u>	<u>Y / LUP</u>
<u>Fruit and Vegetable Stand</u> <u>§ 5-2-8; 5B-2-8; 6-2-8; & 7-2-8</u>	<u>June through October</u>	<u>End of Event</u>	<u>Y / LUP</u>
<u>Political Sign</u>	<u>No limit</u>	<u>No limit</u>	<u>N</u>
<u>Event Signs</u>			
<u>Public Event Sign</u>	<u>30 days prior to the event</u>	<u>End of Event</u>	<u>Y / SEP</u>
<u>Public Event Banner (on public property, over public streets or sidewalks)</u>	<u>30 days prior to the event</u>	<u>End of Event</u>	<u>Y / SEP</u>
<u>Public Event Directional Sign</u>	<u>30 days prior to the event</u>	<u>End of Event</u>	<u>Y / SEP</u>
<u>Special Event Sign</u>	<u>60 days prior to the event</u>	<u>End of Event</u>	<u>Y / SEP</u>
<u>Special Event Banner (on public property)</u>	<u>30 days prior to the event</u>	<u>End of Event</u>	<u>Y / SEP</u>
<u>Special Event Directional Sign</u>	<u>1 day prior to the event</u>	<u>End of Event</u>	<u>Y / SEP</u>

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Table C-2			
<u>Types of Temporary Signs Permitted in Agricultural and Residential Zones</u>	<u>Maximum Area Per Sign Face</u>	<u>Maximum Height of Freestanding Signs (Includes support structure)</u>	<u>Number of Signs Permitted per Sign Type</u>
<u>Occasion Signs</u>			
<u>Campaign Sign</u>	<u>4 square feet</u>	<u>6 feet</u>	<u>No limit</u>
<u>Construction Sign</u>	<u>32 square feet</u>	<u>6 feet</u>	<u>1 per street frontage</u>
<u>Property / Real Estate Sign</u>	<u>8 square feet</u>	<u>6 feet</u>	<u>1 per street frontage</u>
<u>Temporary Real Estate Sales Office</u>	<u>32 square feet</u>	<u>6 feet</u>	<u>1 per street frontage</u>
<u>Temporary Real Estate Sales Office Wall Sign</u>	<u>20 square feet</u>	<u>n/a</u>	<u>1 sign attached to the office</u>
<u>Seasonal Signs</u>			
<u>Farmers Market</u>	<u>32 square feet</u>	<u>10 feet</u>	<u>1 per street frontage</u>
<u>Fruit and Vegetable Stand</u>	<u>16 square feet</u>	<u>10 feet</u>	<u>1 per street frontage</u>
<u>Political Sign</u>	<u>16 square feet</u>	<u>10 feet</u>	<u>1 per street frontage</u>
<u>Event Signs</u>			
<u>Public Event Sign</u>	<u>4 square feet</u>	<u>3 feet</u>	<u>1 per street frontage</u>
<u>Public Event Banner (on public property, over public streets or sidewalks)</u>	<u>12 square feet</u>	<u>n/a</u>	<u>1 per street frontage</u>
<u>Public Event Directional Sign</u>	<u>8 square feet</u>	<u>4 feet</u>	<u>No limit off premise direction signs</u>
<u>Special Event Sign</u>	<u>16 square feet onsite</u>	<u>6 feet</u>	<u>No limit onsite signs, either ground or banner signs</u>
<u>Special Event Banner (on public property)</u>	<u>12 square feet</u>	<u>n/a</u>	<u>1 per street frontage</u>
<u>Special Event Directional Sign</u>	<u>8 square feet offsite</u>	<u>4 feet</u>	<u>No limit off-premise directional signs</u>

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Table C-3			
<u>Types of Temporary Signs Permitted in Commercial and Manufacturing Zones</u>	<u>Maximum Area Per Sign Face</u>	<u>Maximum Height of Freestanding Signs</u>	<u>Number of Signs Permitted per Sign Type</u>
<u>Occasion Signs</u>			
<u>Campaign Sign</u>	<u>6 Square Feet</u>	<u>8 Feet</u>	<u>No limit</u>
<u>Construction Sign</u>	<u>64 square feet</u>	<u>12 feet</u>	<u>1 per street frontage</u>
<u>Property / Real Estate Sign</u>	<u>64 square feet</u>	<u>12 feet</u>	<u>1 per street frontage</u>
<u>Short Term Vendors</u>	<u>16 square feet</u>	<u>6 feet if set in the ground or anywhere on the building</u>	<u>2 total per frontage, either a ground sign or on vendor trailer, mobile store, tent, or kiosk</u>
<u>Temporary Outdoor Sales</u>	<u>16 feet</u>	<u>6 feet if set in the ground or anywhere on the building</u>	<u>2 per street frontage</u>
<u>Seasonal Signs</u>			
<u>Farmers Market</u>	<u>32 square feet</u>	<u>10 feet</u>	<u>1 per street frontage</u>
<u>Fruit and Vegetable Stand</u>	<u>32 square feet</u>	<u>10 feet</u>	<u>1 per street frontage</u>
<u>Political Sign</u>	<u>32 square feet</u>	<u>10 feet</u>	<u>1 per street frontage</u>
<u>Event Signs</u>			
<u>Public Event Sign</u>	<u>4 square feet</u>	<u>3 feet</u>	<u>1 per street frontage</u>
<u>Public Event Banner (on public property, over public streets or sidewalks)</u>	<u>12 square feet</u>	<u>n/a</u>	<u>1 per street frontage</u>
<u>Public Event Directional Sign</u>	<u>8 square feet</u>	<u>4 feet</u>	<u>No limit off premise directional signs</u>
<u>Special Event Sign</u>	<u>16 square feet onsite</u>	<u>6 feet</u>	<u>No limit onsite signs, either ground or banner signs</u>
<u>Special Event Banner (on public property)</u>	<u>12 square feet</u>	<u>n/a</u>	<u>1 per street frontage</u>
<u>Special Event Directional Sign</u>	<u>8 square feet offsite</u>	<u>4 feet</u>	<u>No limit off-premise directional signs</u>

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- 271 ~~8. Time Limitation for Construction Project or Land Development Signs.~~ No construction project
272 or land development sign shall be erected more than thirty (30) days prior to construction and
273 shall be removed not more than thirty (30) days after completion.
- 274 **32-45 Exempt Signs**
- 275 ~~3. Non-illuminated and non-floodlights flat signs, wall signs, and free standing signs having an area~~
276 ~~not in excess of thirty-six (36) square feet announcing the destruction or construction or~~
277 ~~remodeling of a building or announcing the enterprise to be located in a building under~~
278 ~~construction or announcing the name and address of the architect or contractor of the building,~~
279 ~~or the owner thereof, provided that no more than one such sign shall be erected on each street~~
280 ~~frontage and also provided that said signs are not erected more than thirty (30) days prior to~~
281 ~~construction and are removed not more than thirty (30) days after completion.~~
- 282 32-56 Design Standards.
- 283 32-67 Specialty Signs Prohibited.
- 284 32-78 Sign / Zone Regulations (The sign table is amended to delete all references to temporary signs).



Weber County Planning Division

Date: February 12, 2013
To: Western Weber Planning Commission
From: Robert O. Scott, AICP *RS*
Planning Director
Subject: Annual Rules of Order Adoption

Each year both Planning Commissions adopt the Planning Commission Rules of Order. Both Planning Commissions held a work session to review suggested amendments to the Rules of Order. (See attached Rules of Order)

The Ogden Valley Planning Commission adopted the attached Rules of Order on January 26, 2013.

The only change to the Rules of Order is to section D. Order of Business. It does three things, i.e., the planning director will now read the opening meeting statement, the planning commission chair will ask if there are any exparte communications or conflicts of interest to disclose, and restructuring that items will appear under and administrative item and legislative item headings.

It is recommended that the Ogden Valley Planning Commission adopt the amended Rules of Order.

D. PROCEDURE - ORDER OF BUSINESS

1. Order of Business

The order of business in the Commission shall be as follows:

- (a) Chair opens the meeting and welcomes those in attendance
- (b) Pledge of Allegiance
- (c) Roll call. At all meetings before proceeding to business, the roll of the Commission members shall be taken and the names of those present and those absent shall be entered on the record.
- (d) Approval of minutes of prior meetings
- (e) Planning Director reads opening meeting statement
- (f) Chair asks commissioners if there are any ex parte communications or conflicts of interest to disclose
- (g) Consent Agenda
- (h) Petitions, Applications and Public Hearings
 - 1. Administrative Items
 - a. Old Business
 - b. New Business
 - 2. Legislative Items
 - a. Old Business
 - b. New Business
- (i) Public Comment for Items not on the Agenda
- (j) Remarks from Planning Commissioners
- (k) Report of the Planning Director
- (l) Remarks from the County Attorney
- (m) Chair Adjourns Meeting



Weber County Planning Division

Date: February 12, 2013
To: Western Weber Planning Commission
From: Robert O. Scott, AICP *RS*
Planning Director
Subject: Submitting Information Public Comment Policy, Opening Meeting Statement, Meeting Procedure and Commenting at Public Meetings Handout

The attached revised policy on submitting comments to a Planning Commission is provided for your consideration. Changes reflecting the discussion held with the Ogden Valley Planning Commission on January 8, 2013 and the Western Weber Planning Commission on January 15, 2013. The Ogden Valley Planning Commission adopted the Planning Comment Policy and accepted the opening meeting statement and handout on January 29, 2013.

The policy has been modified to reflect the desire of both planning commissions to assist those coming before them to recognize the role of the planning commission and clarify the administrative and legislative functions of the planning commission.

The opening meeting statement and handout has been modified consistent with the Public Comment Policy.

Staff recommends that the Western Weber Planning Commission adopt the Planning Commission Comment Policy and accept the modifications to the Open Meeting Statement, and the Meeting Procedure and Commenting at Public Meetings Handout.

Planning Commission
Public Comment Policy
January 29, 2013

- The Planning Commission is interested in receiving public input and treating everyone fairly, i.e., both interested parties and applicants. In order to treat everyone fairly it is important that everyone understand that the Planning Commission is governed by Utah State law and the Weber County Zoning / Subdivision ordinances. These ordinances contain criteria that the Planning Commission must follow in making its decision. All Planning Commission agenda items allow for comment in writing or comments in person.
- The Planning Commission acts in two capacities, i.e., as the land use authority in acting upon administrative decisions where there is much less discretion, e.g., subdivision and site plan reviews and in legislative matters where the Planning Commission is making a recommendation to the County Commission, e.g., General Plans or ordinances. The Planning Commission agenda and staff report identify whether or not the item is an administrative or legislative item.
- The Planning Division is Staff to the Planning Commission. The Planning Division Staff is responsible for processing applications and submitting Staff Reports to the Planning Commission.
- Anyone wishing to give verbal comments will follow the policy entitled, Commenting at Public Meetings and Public Hearings.
- Anyone wishing to submit written information to the Planning Commission is subject to the following timeline and procedures:
 - All written materials must be received no later than eight days (Monday at 5:00 PM) prior to the Planning Commission meeting in order for the information to be included in the Staff Report. This may or may not give the Staff or the applicant sufficient time to address the written comments. Any materials submitted after Monday will be given to the Planning Commission at the pre-meeting on the day of the Planning Commission meeting.
 - The Staff Report will be provided to the applicant at the same time it is submitted to the Planning Commission.
 - Comments submitted by e-mail must be received by 3 PM on the day of the Planning Commission meeting. A paper copy of the e-mail will be given to the Planning Commission in the pre-meeting. E-mail submittals will be required to include the following contact information, i.e., name, mailing address, e-mail address, and phone number of the commenter.
 - Staff Reports will be placed on the Planning Division and State websites once the Planning Commission agenda is completed.
 - Planning Staff is available to answer questions regarding any project.

OPENING MEETING STATEMENT

I am going to explain the process that the Planning Commission will use in making decisions and the rules that govern the agenda items or hearings. The Planning Commission is interested in receiving public input and treating everyone fairly, i.e., both interested parties and applicants. In order to treat everyone fairly it is important that everyone understand that the Planning Commission is governed by Utah State law and the Weber County Zoning / Subdivision ordinances. These ordinances contain criteria that the Planning Commission must follow in making its decision.

Before each agenda item begins county staff will give a report. The report will identify whether the item is an administrative or legislative item and list the criteria that govern the county's decision. After the staff report, the hearing will be opened for other speakers. The applicant will speak first. [If the county is the applicant, the staff report will serve as the applicant's case.] Following the applicant, any other interested person will be allowed to speak. The applicant has final rebuttal time.

Applicants or their agents will be allowed 10 minutes for their initial presentation and 5 minutes for rebuttal time. Persons speaking for a committee and or board will be given 5 minutes. All other individuals will be entitled to 3 minutes. Prior to speaking, anyone who needs more time to present evidence must ask for more time.

Any information, argument, or evidence you give must relate to the criteria listed in the staff report or other criteria in the general plan or land use regulations that you believe apply to the decision. Any materials that are displayed or referenced e.g., pictures or written materials are part of the record and must be left with the Commission.

Prior to speaking, anyone wishing to speak will sign in and state their name and address. Proceedings before the Commission shall at all times be orderly and respectful. The Chair may refuse to recognize or exclude from the hearing anyone who is disorderly, abusive, or disruptive.

The meeting shall be respectful of all participants. Audience demonstrations such as applause, cheering, display of signs or other conduct disruptive to the hearing are prohibited. Audience members shall be recognized by the Chair prior to speaking. If you agree with a previous speaker then state your agreement. This will eliminate repetitious comments.

Persons making presentations or providing comments to the Planning Commission shall address the Commission from the podium or microphone and not from the audience; shall address all comments to the Planning Commission; and may not directly question or interrogate other persons in the audience.

The Planning Commission has adopted rules regarding outside contacts otherwise known as ex parte communications. Commissioners are not to engage in communications outside of the public meeting regarding administrative applications. If you desire to speak to Commissioners on these matters, it should be done at a regular meeting so your comments, concerns, and evidence are on the public record.

Finally, as a courtesy to persons in this meeting please turn off your cell phones.

Weber County Planning Commission Meeting Procedures

Outline of Meeting Procedures:

- ❖ The Chair will call the meeting to order.
- ❖ The Planning Director will read the opening meeting statement.
- ❖ The typical order of business is for consent items, administrative items, and legislative items.
- ❖ Please respect the right of other participants to see, hear, and fully participate in the proceedings. In this regard, anyone who becomes disruptive, or refuses to follow the outlined procedures, is subject to removal from the meeting.

Role of Staff:

- ❖ Staff will review the staff report, address the approval criteria, and give a recommendation on the application.
- ❖ The Staff recommendation is based on conformance to the general plan and meeting the ordinance approval criteria.

Role of the Applicant:

- ❖ The applicant will outline the nature of the request and present supporting evidence demonstrating how the application meets the approval criteria.
- ❖ The applicant will address any questions the Planning Commission may have.

Role of the Planning Commission:

- ❖ To judge applications based upon the ordinance criteria, not emotions.
- ❖ The Planning Commission's decision is based upon making findings consistent with the ordinance criteria.

Public Comment:

- ❖ The meeting will then be open for either public hearing or comment. Persons in support of and in opposition to the application or item for discussion will provide input and comments relating to the approval criteria listed in the staff report or other criteria in the general plan or land use regulations that you believe apply to the decision.
- ❖ The commission may impose time limits for comment to facilitate the business of the Planning Commission.

Planning Commission Action:

- ❖ The Chair will then close the agenda item from any further public comments. Staff is asked if they have further comments or recommendations.
- ❖ A Planning Commissioner makes a motion and second, then the Planning Commission deliberates the issue. The Planning Commission may ask questions for further clarification.
- ❖ The Chair then calls for a vote and announces the decision.

Commenting at Public Meetings and Public Hearings

Address the Decision Makers:

- ❖ When commenting please step to the podium and state your name and address.
- ❖ Please speak into the microphone as the proceedings are being recorded and will be transcribed to written minutes.
- ❖ All comments must be directed toward the matter at hand.
- ❖ All questions must be directed to the Planning Commission.
- ❖ The Planning Commission is grateful and appreciative when comments are pertinent, well organized, and directed specifically to the matter at hand.

Speak to the Point:

- ❖ Do your homework. Obtain the criteria upon which the Planning Commission will base their decision. Know the facts. Don't rely on hearsay and rumor.
- ❖ The application is available for review in the Planning Division office.
- ❖ Speak to the criteria outlined in the ordinances.
- ❖ Don't repeat information that has already been given. If you agree with previous comments then state that you agree with that comment.
- ❖ Support your arguments with relevant facts and figures.
- ❖ Data should never be distorted to suit your argument; credibility and accuracy are important assets.
- ❖ State your position and your recommendations.

Handouts:

- ❖ Written statements should be accurate and either typed or neatly hand written with enough copies (10) for the Planning Commission, Staff, and the recorder of the minutes.
- ❖ Handouts and pictures presented as part of the record shall be left with the Planning Commission.

Remember Your Objective:

- ❖ Keep your emotions under control, be polite, and be respectful.
- ❖ It does not do your cause any good to anger, alienate, or antagonize the group you are standing in front of.